

*State of Delaware*  
**BOARD OF PARDONS**  
**DELAWARE BOARD OF PARDONS CHECKLIST**

**YOU MUST COMPLETE STEPS 1 AND 2 BEFORE PROCEEDING WITH THE APPLICATION PROCESS. THESE TWO STEPS WILL TAKE SEVERAL WEEKS!**

**Step 1**

Request your **Certified Criminal History** which can be obtained by submitting a **fee** along with your **fingerprints** to [State Bureau of Identification](#). For specific information and locations please contact them at (302) 739-5871

**Step 2**

Request **Certified Court Dockets** and **Sentencing Orders** for all **ADULT** dispositions listed as **guilty, unknown, unobtainable, transferred**. Contact the courts in the county associated with the offense(s) for further information on how to request the documents.

**Step 3**

Once you have received your **Certified Criminal History** and your **Certified Court Dockets and Sentencing Orders**, complete the page titled "[Criminal History Review Form](#)".

**Step 4**

Compare your offense(s) from your "**Criminal History Review Form**" to the offense(s) listed on the "[Offenses that Require a Mental Health Report](#)." If jail time was served in relation to an offense(s) that require a mental health report, you will have to provide a **Psychiatric or Psychological Evaluation** from a licensed professional of your choice. Any psychologist or psychiatrist performing an evaluation must submit the information requested in [Rule 9, paragraph \(c\) listed on page 12 of the Rules of the Board of Pardons](#).

**Step 5**

Complete the entire **Delaware Board of Pardons** [Application for Pardon](#)

**Step 6**

Complete the [Affidavit of Mailing](#).

**Step 7**

To request a **Telephonic hearing due to hardship**, please complete and submit with the application the [Hardship Form](#). Please be aware that this request is subject to approval.

**Step 8**

Assemble all your documents and attach them to the appropriate sections as specified in the application. Once assembled, make one copy of EVERYTHING (so you will have a total of 2 complete packets). Use a paper clip or binder clip to attach your documents together for each packet. **Stapled documents will not be accepted.**

**Step 9**

Keep one copy of your application packet for your records and mail the original packet to:

**Board of Pardons  
Secretary of State's Office  
401 Federal Street, Suite 3  
Dover, DE 19901**

If you have any questions, contact the Board of Pardons at 302-739-4111. You can also visit us online at [pardons.delaware.gov](http://pardons.delaware.gov).